

FOX CHAPEL AREA SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: SCHOOL BUILDING
RESPONSIBILITY

ADOPTED: May 10, 2010

REVISED:

327.1. SCHOOL BUILDING RESPONSIBILITY	
1. Purpose	<p>It is the policy of the school district that each school building of the school district shall have one (1) person designated in charge of the school building at all times. Ordinarily that person is the building principal. This policy provides provisions for building responsibility for times when the building principal is not present in the school building.</p>
2. Guidelines	<p>When a building principal is absent from a school building during the regular hours of operation, another person must be designated as the person in charge of the school building. If there is an assistant principal of that school building, then the assistant principal shall be in charge in the absence of the principal, otherwise it shall be a responsible professional staff member who has been previously oriented to the responsibilities of being in charge of the school building.</p> <p>In every school building, there shall be at least two (2) professional staff members in addition to the building principal who have been oriented to the responsibilities of being in charge of the school building in the absence of the principal.</p>
3. Delegation of Responsibility	<p>The building principal is responsible for assuring that any person who is placed in charge of the school building has been properly oriented to the responsibilities and is also responsible to designate that person to be in charge. The principal is also responsible to notify the person who is to be in charge of the school building during the principal's absence and assure that person is available and will carry out those responsibilities of being in charge of the school building for the designated time.</p>